



Job Specification and Management Tasks

Caravan Park Managers

McKinlay Shire Council
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INFORMATION PRIVACY

Council advises that some of the personal information submitted by applicants for this position will be added to our database for communication and administrative purposes only, and will not be disclosed to any parties other than those involved in the selection process. You may access this information by contacting Council on (07) 47467 166.



McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek (the main hub of the Shire) and Nelia on the Flinders Highway and McKinlay and Kynuna on the Matilda Highway.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are Cattle grazing, beef, mining ventures at BHP Cannington (the most concentrated silver/lead mine in the world), Eloise Mine and tourism.

Our vision

A Vibrant Community –

A focus on the health, wellbeing and general quality of life for the community.

A Strong Economy –

A focus on economic development to create employment growth and opportunity.

A Sustainable Environment –

A focus on the Shires built and natural environments and supporting infrastructure.

A Well Managed Shire –

A focus on Councils leadership and management of the Shire and its assets.

To do this, we will:

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual.
- ✓ Support and promote economic developments
- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

Our Organisational Structure

The McKinlay Shire is represented by 5 Councillors and managed by the Chief Executive Officer in accordance with the Local Government Act and various other Acts and regulations. The staff complement is 60 with an annual budget of \$19m.

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Caravan Park Managers - Couple

Title: Caravan Park Managers - Couple

Division: Community Services

Salary Package

Salary: \$130,000 excluding GST per year
Managers are required to provide fortnightly tax invoices via their own ABN
Housing, internet, home phone and electricity provided

Reports to: Community Services Team Leader

Position Objectives:

a) Objectives of Position

- To manage and maintain the Julia Creek Caravan Park whilst promoting tourism throughout the McKinlay Shire.

b) Within Organisation

- To contribute to the efficient and productive operation of the local Government organisation and to maintain and foster team spirit amongst those in the working environment

Organisational Relationship

a) Accountable Supervisor: Community Services Team leader

b) Liaises with: Director of Corporate and Community Services, Tourism Co-ordinator, Tourism Officer

c) Supervises: Nil

d) Relives: Nil

Selection Criteria

SC1 Skills/Requirements:

- Competent level of record keeping including proficient use of RMS Software (essential)
- Demonstrated knowledge of cash handling skills including ability to complete daily banking procedures and reconciliation
- Excellent customer service skills including verbal communication and interpersonal skills
- Excellent computer skills including a working knowledge of Microsoft Office
- Strong work ethic including 'hands-on' approach
- Ability to appropriately manage time to complete tasks
- Ability to problem solve and think independently
- Ability to negotiate and persuade in order to resolve conflict

SC2 Qualifications or Relevant Experience:

- Completion of Caravan Park management course (if applicable)
- Minimum 3 years previous experience in Caravan Park management
- Previous experience in managing a Caravan Park in a rural setting
- Hold a current 'C' class Queensland driver's licence
- First Aid certificate

SC3 Knowledge:

- A working knowledge of the Workplace, Health and Safety Act 2011 and regulations.
- Demonstrated knowledge of the efficient daily operations of a caravan park
- Working knowledge of tourism, in particular Northwest Queensland

Duties & Responsibilities

The Caretaker will provide the Services in relation to the Julia Creek Caravan Park for the Term. The Services include, but are not limited to, the following:

- To show, rent or assign caravan and camping sites;
- Register guests, collect rents, and data pertaining to rent funds;
- Resolve occupants' complaints;

- To purchase through Council's Purchasing Officer, supplies as required for the maintenance and operation of the Julia Creek Caravan Park to an acceptable standard;
- To provide telephone answering service for tenants, to deliver mail and packages, to answer enquiries concerning travel routes, recreational facilities, scenic attractions and eating establishments;
- To maintain the Julia Creek Caravan Park in good order and condition and neat, clean and tidy at all times, including, but not limited to the following;
 - To clean the public areas such as entrances, outdoor entertainment area (camp kitchen), laundry rooms, ablution blocks and the artesian baths area; the bush kitchen as well as cabins and dongas following guest occupancy.
 - To arrange, through Council's administration office, all electrical, plumbing and structural repairs;
 - To mow and water the lawns, cultivate flower beds and shrubbery, trim trees;
- To arrange for medical aid for patrons as and when required;
- To ensure compliance with all Workplace and Health and Safety considerations, policies and procedures including the prompt reporting of any workplace accidents or incidents to Council. Council also expects that the Caretaker will take an active role in the contribution of ideas or initiatives to promote safety awareness;
- The Caretaker must take reasonable care for its own health and safety and must not adversely affect the health and safety of other persons.
- To comply with the Council's Code of Conduct at all times;
- To actively promote the Julia Creek Caravan Park and tourism attractions within McKinlay Shire;
- To instigate new ideas and support initiatives to help promote the Julia Creek Caravan Park and McKinlay Shire,

including the 'Bush Dinners' throughout the tourist season; and

- To carry out other duties as directed by the Council.

Workplace Health and Safety

- Report any workplace accidents / incidents to your supervisor;
- Comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace;
- Contribute ideas and suggestions that promote safety awareness;
- Take reasonable care for your own health and safety and do not adversely affect the health and safety of other persons.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Management Responsibilities: Nil

Statutory Responsibilities: Nil

Expenditure: Nil

Performance Indicators

- Completion of all duties in a timely and effective manner;
- Prompt reporting of any difficulties encountered to the Accountable Supervisor;
- Compliance with all policies and procedures applying to the duties of the position;
- Compliance with all Workplace Health and Safety standards;
- Compliance with the adopted Code of Conduct;
- Punctuality and courtesy at all times;